

Powers and Duties

Board of Trustees – Legal Power and Responsibilities

CWU Policy 101-05

Effective: ~~May 2022~~

Policy Review Date: YEAR

Policy Executive: Board of Trustees

Responsible Office/Unit: Secretary to the Board of Trustees

Policy Statement:

This policy is adopted to clarify the legal powers and responsibilities of the Board of Trustees in their service to Central Washington University. The board is responsible for the employment and evaluation of the President; this policy outlines the evaluation and reporting process to ensure institution-wide communication to the campus community.

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Applicability:

This policy applies to the CWU Board of Trustees.

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Content:

Policy

(1) The twelve itemized general powers and duties listed under [RCW 28B.35.120](#) shall be carried out by the board in addition to any other powers and duties described by law, and shall include but not be limited to review and approval of the budget, review of the fiscal audits of the university, approval of all degree program additions and deletions, setting tuition and fees within state guidelines, unless otherwise delegated to the president, and approval of employee bargaining agreements, and the faculty code, ~~and student policies.~~

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(+)(2) The board delegates to the president/designee, the authority to approve services and activities fee supplemental allocations up to \$25,000 and all course fees and academic and non-academic program fees.

(2)(3) At least annually, the board will regularly review the vision and mission statements and strategic plan of the university.

(4) ~~On an annually basis,~~ the board evaluates the president, based on ~~goals/written criteria~~ established by the board in consultation with the president and consistent with requirements of the president's employment contract. The chair of the board conducts this evaluation in consultation with the Board of Trustees Executive Committee which can include a self-assessment from the president. The annual evaluation is discussed with the entire board during executive session(s) of the summer meeting. The results of the annual evaluation are shared after the summer Board of Trustees meeting.

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A. Every three years, or at their discretion, including before renewal of a contract, the Board of Trustees may conduct a more comprehensive evaluation of the president.

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(3) Following is the process the board will use to evaluate the performance of the president.

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(1) Planning: Annually, the president shall submit to the Board of Trustees a set of goals. Measurable goals may be annual or multi-year targets and should include factors essential to achieving the mission and vision adopted by the Board. At the Board's summer meeting, trustees will review draft goals for the upcoming year with the president. In fall quarter of each academic year, the Board of Trustees shall adopt new or updated performance goals as needed.

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(5) Evaluation Survey:

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A. In spring quarter of each year, the Board will develop an anonymous survey that measures the progress of the president toward project goals as well as reporting his performance as a leader.

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B. The survey will include key university constituencies: for example, student body leaders, the executive leadership team, academic leadership, leadership of the CWU Foundation, and others.

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C. The survey results will not disclose the individual assessments provided by those surveyed; their individual identifies will be confidential.

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(2)D. From time to time, the Board may choose to conduct an assessment of the president that engages external stakeholders, including leaders within communities CWU serves, elected officials, and others.

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E. The Secretary to the Board will support the development, distribution, and analysis of the survey.

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(3)F. As soon as they are available, the anonymized results of the survey will be provided to the board and to the president, discussed in the July board meeting, and a summary communicated to the university community in fall quarter.

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(6) Presidential Self-Assessment:

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(4)A. In advance of the July board meeting, the president shall provide trustees a summary of progress toward goals set in the previous year. The self-assessment shall be provided confidentially to the board.

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(7) Board Consideration of Evaluation Materials:

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A. During the July meeting, the Board shall meet in executive session, as allowed in [RCW 42.30.110\(g\)](#), to review the president's self-assessment and performance survey.

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(5)B. The executive session will allow the board to discuss the evaluation materials amongst themselves, and then to discuss with the president performance areas for improvement as well as for commendation.

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(8) Reporting:

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A. The Board shall define the format of any official performance report that may be provided to the president or placed within a personnel file.

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(6)B. The summary evaluation outcome of the performance review should be reported at a Board meeting and entered into the minutes of the meeting for accreditation purposes as well as for general public transparency and accountability.

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History:

Resolution 13-04

06/08; 06/12; 0/12; 06/13; Responsibility: Board of Trustees; Authority: Cabinet/UPAC; Reviewed/Endorsed by: Cabinet/UPAC; Review/Effective Date: 05/2022; Approved by: A. James Wohlpart, President

Reformatted and Assigned new Policy Number - Previous Policy CWUP 1-10-050, June 2025